



Managing Telework for Supervisors

Job Aid

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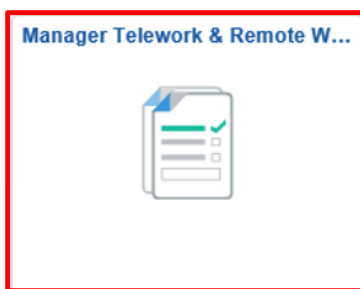
Section 1: Managing Telework Agreements

Topic 1.1: Approve/Deny a Pending GSA Telework Agreement

This topic covers the approval or denial of telework agreements as a supervisor.

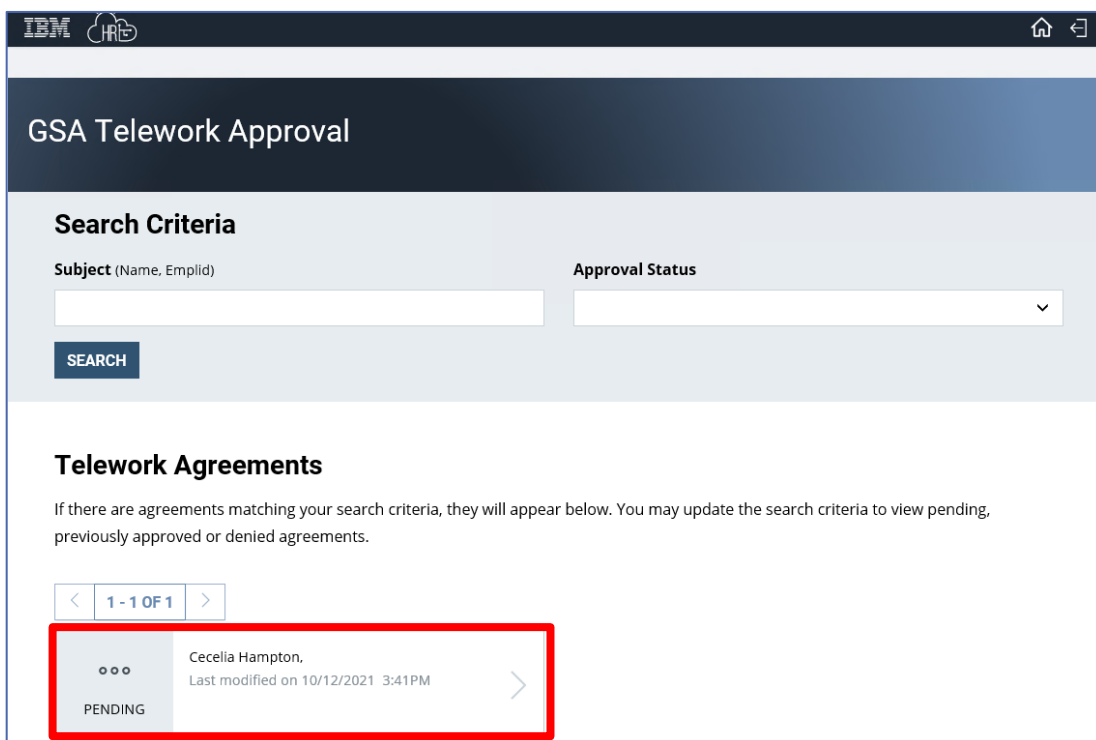
- 1 Select the **Manager Telework & Remote Work** tile from the *Manager Self Service* homepage.

Note: If the tile is not on the homepage, select the **Actions List** menu icon on the homepage and then **Personalize Homepage** to add it. Alternatively, use the following navigation: **Navbar > Navigator > Manager Self Service > Job and Personal Information > Manager Telework & Remote Work**.



- 2 Select the employee's pending form.

Note: By default, the *GSA Telework Approval* page will display any pending telework agreements.

A screenshot of the "GSA Telework Approval" web application interface. The page has a dark blue header with the IBM logo and a title bar. Below the header, there is a "Search Criteria" section with two input fields: "Subject (Name, Emplid)" and "Approval Status", followed by a "SEARCH" button. The main content area is titled "Telework Agreements" and includes a descriptive paragraph. Below this, there is a pagination control showing "1 - 1 OF 1". A table of results is displayed, with one entry highlighted by a red border. The entry shows a "PENDING" status, a three-dot menu icon, the name "Cecelia Hampton", and the text "Last modified on 10/12/2021 3:41PM". A right-pointing arrow is visible to the right of the entry.

3 Select Go to Agreement.

GSA Telework

Seq Nbr: 24296
Subject: Cecelia Hampton,
Status: Pending

GO TO AGREEMENT **RETURN TO SEARCH**

4 Review the employee's telework agreement responses on the *Summary* tab.

5 At the bottom of the page, select **Next**.

Acknowledgements

Question	Selection
I acknowledge that there may be situations when I will be required to report to the Agency worksite during an otherwise planned telework day.	<input checked="" type="radio"/> Yes
My supervisor and I have agreed that in the event that I am required to report to the Agency worksite on an otherwise planned telework day, (fill in below) hours of advance notice... More Info	12
I understand that this information is subject to the Privacy Act of 1974 (5 U.S.C. Section 552a). This agreement is used to collect data from GSA employees entering into telework ... More Info	<input checked="" type="radio"/> Yes
I understand that the laws, rules, regulations, and Agency policies which govern time and attendance, leave, compensatory time, and overtime remain in effect regardless of whether ... More Info	<input checked="" type="radio"/> Yes
I have the necessary IT tools, equipment, and training to meet the definition of a telework-ready employee, pursuant to GSA's Telework and Remote Work Policy. Telework-ready emplo... More Info	<input checked="" type="radio"/> Yes
I understand my responsibilities as a telework-ready employee under GSA Dismissal and Closure Procedures.	<input checked="" type="radio"/> Yes
Additional Comments	

RETURN TO SEARCH **NEXT**

6 Select the applicable option from the drop-down menu under “*Please validate your Employee’s Position Telework Eligibility.*”

Note: If ‘No’ is chosen, the page will skip to Section D. Supervisor Certification (Step 12).

Supervisor Section

A. Position Eligibility

Employee's Position Telework Eligibility

✔ Yes

If the employee's position eligibility is incorrect, please email positionrequest@gsa.gov to have it updated in HR Links.

Please validate your Employee's Position Telework Eligibility. *

Yes ▼

ⓘ

Options Definition Key

Choose "Yes" if employee's position is eligible for telework.

Choose "No - Reason 1" if position is ineligible because of direct handling of secure materials determined.

Choose "No - Reason 2" if position is ineligible because of on-site activity that cannot be handled remotely or at an alternate worksite.

7 Select the applicable option from the drop-down menu under “*The employee is permanently ineligible to telework.*”

Note: If ‘Yes’ is chosen, the page will skip to Section D. Supervisor Certification (Step 12).

B. Employee Permanent Ineligibility

Definition of Permanent Ineligibility:

In certain specific situations based on the criteria below, as set forth in The Telework Enhancement Act of 2010, positions or employees may be identified as ineligible for telework under any circumstance.

The employee is permanently ineligible to telework. *

No ▼

ⓘ

Options Definition Key

Choose "No" if employee is eligible for telework.

Choose "Yes - Reason 1" if employee is ineligible - was absent without leave (AWOL) for more than five (5) days in any calendar year resulting in the employee being officially disciplined with a warning, reprimand, suspension, or removal.

Choose "Yes - Reason 2" if employee is ineligible - for violations of subpart G of the Standard of Ethical Conduct for Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing Federal Government duties resulting in the employee being officially disciplined with a warning, reprimand, suspension, or removal.

8 Select the applicable option from the drop-down menu under “*The employee is temporarily ineligible to telework.*”

Note: If ‘No’ is chosen, the page will skip to Section D. Supervisor Certification (Step 12).

9 If you selected ‘Yes’ to “*The employee is temporarily ineligible to telework,*” select the applicable option from the drop-down menu under **Reason**.

10 Enter the **Plan Outline**.

C. Employee Temporary Ineligibility

The employee is temporarily ineligible to telework.*

Yes

Reason*

This employee has been designated as temporarily ineligible for telework. GSA Workforce Mobility and Telework Policy requires implementation of a plan to resume or establish telework eligibility. Outline that plan, including timeframe and specific actions (training, etc.), here.

PLAN OUTLINE*

11 Select the applicable option from the drop-down menu under “*Telework Agreement Certification.*”

12 Enter **Additional Comments**, if applicable.

13 Select **Save & Submit** to approve/deny the telework agreement.

D. Supervisor Certification

By approving this telework agreement, I affirm that I have read and understand the GSA Workforce Mobility and Telework Policy and this telework agreement, and will work in accordance with this telework agreement and Agency policy, and will refrain from treating employees differently based on participation in telework for purposes of all decisions involving managerial discretion, including:

- Distribution of assignments,
- Use of appropriate work tracking and communication tools, and
- Performance management.

This GSA telework agreement is subject to all agency guidelines, rules, and policies. I understand that this telework agreement may be used or reviewed by management and agency and local telework coordinators for the purpose of implementing agency policy and assessing GSA's Telework Program.

Telework Agreement Certification *

Approved

ADDITIONAL COMMENTS

RETURN TO SEARCH

PREVIOUS

SAVE & SUBMIT

14 The Save Confirmation page will appear. Select Go to Agreement.

The screenshot shows the 'GSA Telework' page. At the top, there is a green confirmation message: 'The employee's telework agreement has been Approved'. Below this, the following details are listed: 'Seq Nbr: 24296', 'Subject: Cecelia Hampton', and 'Status: Approved'. At the bottom, there are two buttons: 'GO TO AGREEMENT' (highlighted with a red box) and 'RETURN TO SEARCH'.

15 The page will display the approved/denied agreement.

The screenshot shows the 'GSA Telework Agreement' page. A green box highlights the status information: 'STATUS: Approved by Joy Heuer'.

16 Scroll down and select Return to Search.

The screenshot shows the 'Acknowledgements' section of the telework agreement. It contains a table with questions and selection options. The 'RETURN TO SEARCH' button at the bottom is highlighted with a red box.

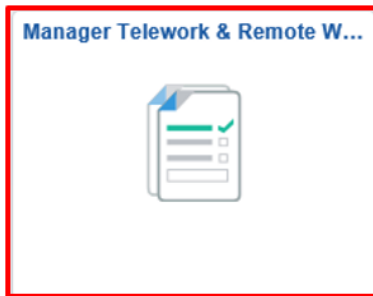
Question	Selection
I acknowledge that there may be situations when I will be required to report to the Agency worksite during an otherwise planned telework day.	<input checked="" type="radio"/> Yes
My supervisor and I have agreed that in the event that I am required to report to the Agency worksite on an otherwise planned telework day, (fill in below) hours of advance notice... More Info	12
I understand that this information is subject to the Privacy Act of 1974 (5 U.S.C. Section 552a). This agreement is used to collect data from GSA employees entering into telework ... More Info	<input checked="" type="radio"/> Yes
I understand that the laws, rules, regulations, and Agency policies which govern time and attendance, leave, compensatory time, and overtime remain in effect regardless of whether ... More Info	<input checked="" type="radio"/> Yes
I have the necessary IT tools, equipment, and training to meet the definition of a telework-ready employee, pursuant to GSA's Telework and Remote Work Policy. Telework-ready emplo... More Info	<input checked="" type="radio"/> Yes
I understand my responsibilities as a telework-ready employee under GSA Dismissal and Closure Procedures.	<input checked="" type="radio"/> Yes
Additional Comments	

Topic 1.2: Approve a Recertification Agreement

This topic covers how to approve recertification of telework agreements as a supervisor.

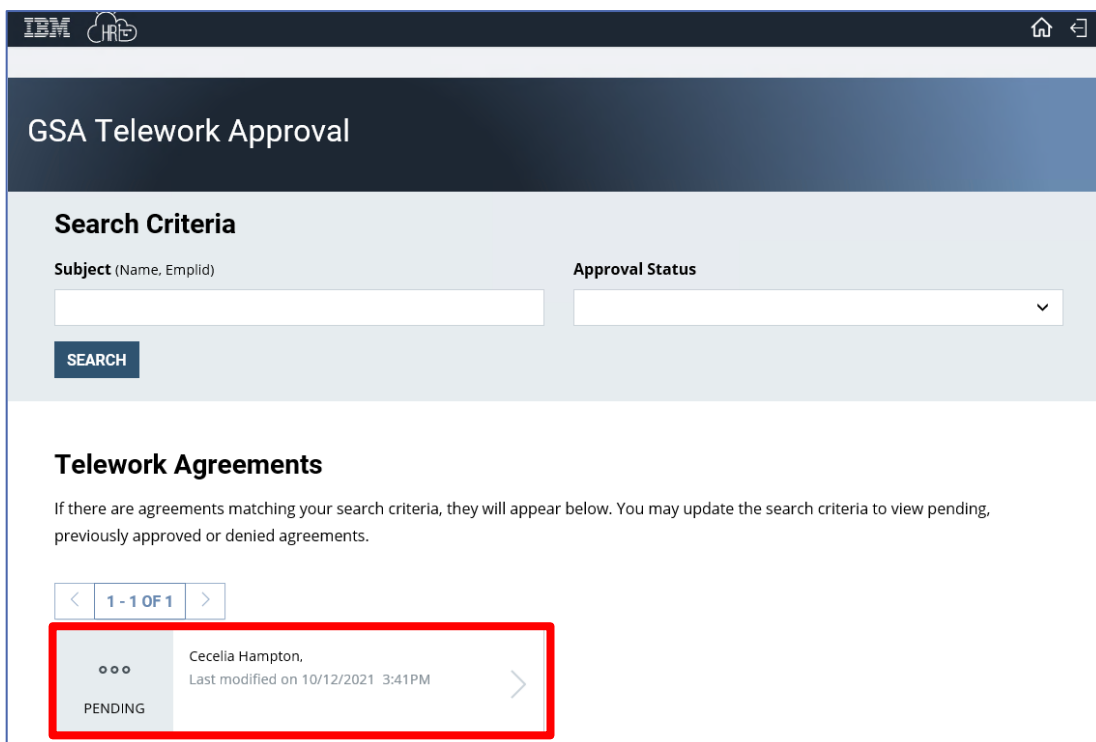
- 1 Select the **Manager Telework & Remote Work** tile from the *Manager Self Service* homepage.

Note: If the tile is not on the homepage, select the **Actions List** menu icon on the homepage and then **Personalize Homepage** to add it. Alternatively, use the following navigation: **Navbar > Navigator > Manager Self Service > Job and Personal Information > Manager Telework & Remote Work**.



- 2 Select on the employee's pending form.

Note: By default, the *GSA Telework Approval* page will display any pending telework agreements.

A screenshot of the "GSA Telework Approval" web application. The page has a dark blue header with the IBM logo and a home icon. Below the header is a section titled "GSA Telework Approval". Underneath, there is a "Search Criteria" section with two input fields: "Subject (Name, Emplid)" and "Approval Status", followed by a "SEARCH" button. Below the search section is a "Telework Agreements" section. It contains a message: "If there are agreements matching your search criteria, they will appear below. You may update the search criteria to view pending, previously approved or denied agreements." Below this message is a pagination control showing "< 1 - 1 OF 1 >". A table of results is displayed, with one entry highlighted by a red box. The entry shows a status of "PENDING" and the name "Cecelia Hampton, Last modified on 10/12/2021 3:41PM".

- 3 Select Go to Agreement.

GSA Telework

Seq Nbr:

24296

Subject:

Cecelia Hampton,

Status:

Pending

GO TO AGREEMENT

RETURN TO SEARCH

- The status banner will read *“This is a recertification. No changes have been made by the employee since this agreement was last approved.”*

Note: For new agreements and modification to existing telework agreements, the status banner will not contain the message in blue text. Only recertifications will include this message to help supervisors streamline the approval process when no changes have been made by the employee.

IBM HR

Home

Refresh

GSA Telework Agreement

STATUS:

Pending approval by Brandy Gott
This a recertification. No changes have been made by the employee since this agreement was last approved.

Instructions

- Review the employee responses on the Summary Tab.
- Click the **Next** button to move to the Supervisor Tab. Complete all fields under the Supervisor Tab.
- Click the **Save button**. To print the agreement, click the **Go To Agreement** button and then click the **Print Agreement** Button. When your agreement is ready to be printed you will receive a ‘Your File is Ready’ pop up message. **Click** View Attachment. Your telework agreement will open in a new tab and you can print.

Click [here](#) for GSA Workforce Mobility and Telework Policy.

Click [here](#) for Remote Work Arrangement Policy.

Supervisors: Please refer to the HR Links training guide on how to approve a Telework Agreement.

Summary

Supervisor

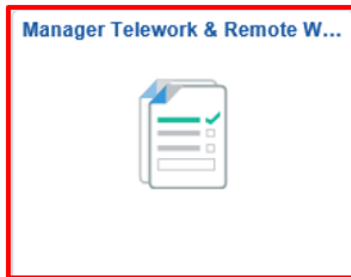
- Follow steps 4 -16 from Topic 1.1 – Approve/Deny a GSA Pending Telework Agreement.

Topic 1.3: Search a GSA Telework Agreement

This topic covers how to search and view employees' GSA telework agreements in different statuses.

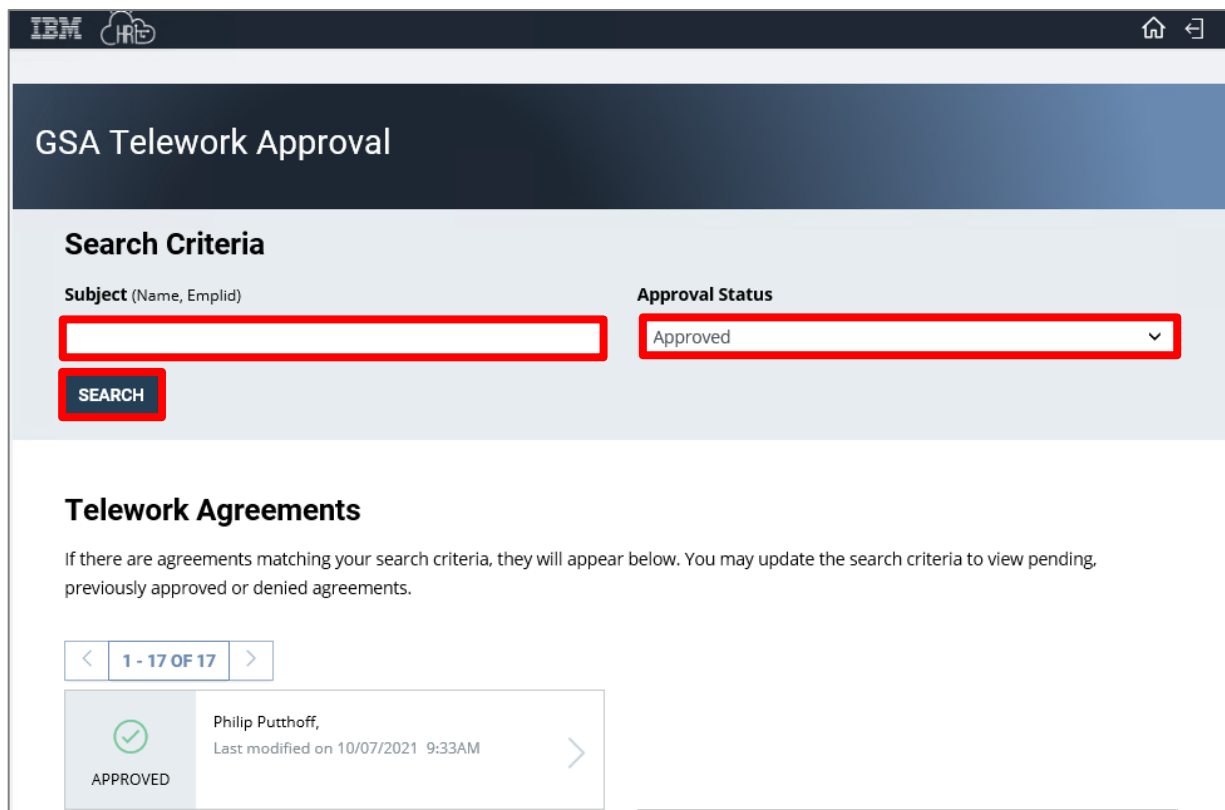
- 1 Select the **Manager Telework & Remote Work** tile from the *Manager Self Service* homepage.

Note: If the tile is not on the homepage, select the **Actions List** menu icon on the homepage and select **Personalize Homepage** to add it. Alternatively, use the following navigation: **Navbar > Navigator > Manager Self Service > Job and Personal Information > Manager Telework & Remote Work**.



- 2 Select the appropriate option for **Approval Status** drop down list. For example, to search for approved agreements, select 'Approved.'
- 3 Select **Search**. If there are telework agreements matching the Approval Status search criteria, the telework agreements will display in the search results.

Note: You can also search by employee's name and/or employee ID.

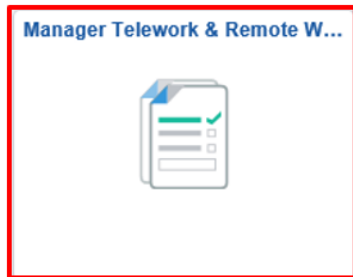
A screenshot of the "GSA Telework Approval" search interface. The interface has a dark blue header with the IBM logo and a home icon. Below the header is a "Search Criteria" section with two input fields: "Subject (Name, Emplid)" and "Approval Status". The "Approval Status" field is a dropdown menu with "Approved" selected. A red "SEARCH" button is below the "Subject" field. Below the search criteria is a "Telework Agreements" section with a message: "If there are agreements matching your search criteria, they will appear below. You may update the search criteria to view pending, previously approved or denied agreements." Below the message is a pagination bar showing "1 - 17 OF 17". Below the pagination bar is a list of agreements. The first agreement is for "Philip Putthoff" and is marked as "APPROVED" with a green checkmark icon. The last modified date is "10/07/2021 9:33AM".

Topic 1.4: Print a GSA Telework Agreement

This topic covers how to print an approved telework agreement.

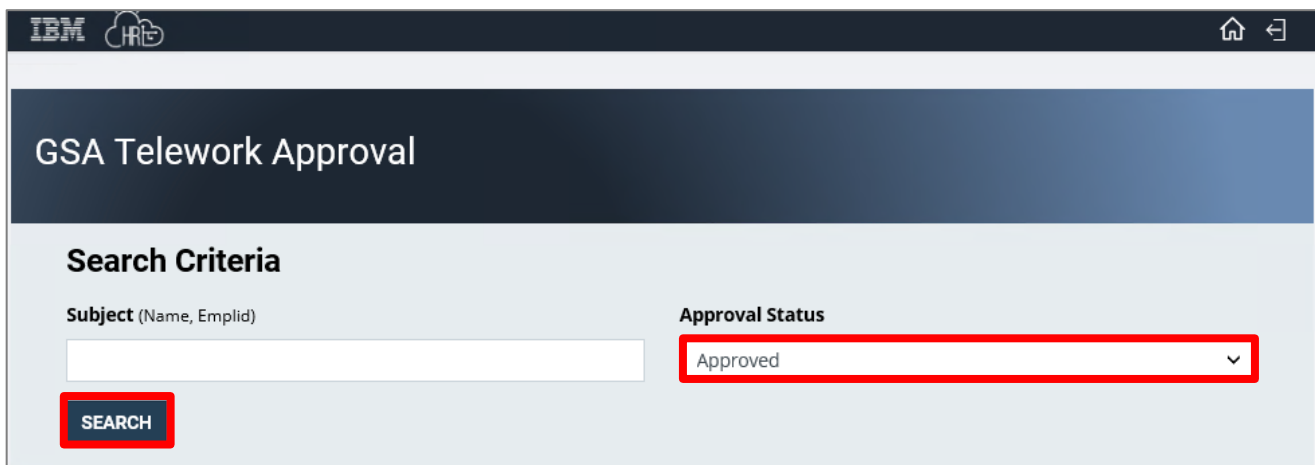
- 1 Select the **Manager Telework & Remote Work** tile from the *Manager Self Service* homepage.

Note: If the tile is not on the homepage, select the Actions List menu icon on the homepage and select Personalize Homepage to add it. Alternatively, use the following navigation: **Navbar > Navigator > Manager Self Service > Job and Personal Information > Manager Telework & Remote Work.**



Note: By default, the *GSA Telework Approval* page will display any pending telework agreements. The **Approval Status** is defaulted to 'Pending Approval.'

- 2 Select 'Approved' from the **Approval Status** drop down list.
- 3 Select **Search**.

A screenshot of the "GSA Telework Approval" web interface. The page has a dark blue header with the IBM logo and a home icon. Below the header is a light blue section titled "Search Criteria". It contains a text input field for "Subject (Name, Emplid)", a dropdown menu for "Approval Status" with "Approved" selected, and a red "SEARCH" button. The "Approval Status" dropdown and the "SEARCH" button are highlighted with red rectangles.

- 4 Select an approved telework agreement.

GSA Telework Approval

Search Criteria

Subject (Name, Emplid)

Approval Status Approved

SEARCH

Telework Agreements

If there are agreements matching your search criteria, they will appear below. You may update the search criteria to view pending, previously approved or denied agreements.

< 1 - 17 OF 17 >

 APPROVED	Philip Putthoff, I Last modified on 10/07/2021 9:33AM	>
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5 Select **Go to Agreement**.

GSA Telework

Seq Nbr: 24296

Subject: Philip Putthoff,

Status: Approved

GO TO AGREEMENT **RETURN TO SEARCH**

6 Select **Print Agreement** on the *Summary* tab.

IBM HR

GSA Telework Agreement

✓ STATUS:
Approved by Joy Heuer

Instructions

1. Review the employee responses on the Summary Tab.
2. Click the **Next** button to move to the Supervisor Tab. Complete all fields under the Supervisor Tab.
3. Click the **Save button**. To print the agreement, click the **Go To Agreement** button and then click the **Print Agreement** Button. When your agreement is ready to be printed you will receive a 'Your File is Ready' pop up message. **Click** View Attachment. Your telework agreement will open in a new tab and you can print.

Click [here](#) for GSA Workforce Mobility and Telework Policy.
Click [here](#) for Remote Work Arrangement Policy.
Supervisors: Please refer to the HR Links training guide on how to approve a Telework Agreement.

Summary

Supervisor

Summary

PRINT AGREEMENT

7 Select **View Attachment**.

Note: The attachment will be displayed on another browser tab.

IBM HR

GSA Telework Agreement

✓ STATUS:
Approved by Joy Heuer

Your file is ready.

VIEW ATTACHMENT